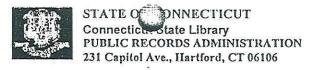
## REC DS RETENTION SCHEDULE RC-50, ised 5/1999 (Return to Public Records Administrator)



FOR OFFICE USE ONLY	J.,	. )
Retention Schedule # _01	-1	-2_

Agency: University of CT/Dept. of Environmental	Address: Route 44, Longley Bldg., Storrs, CT 06269-210
Protection	79 Elm St., Hartford, CT 06106
Division or Unit: ENVIRONMENTAL RESEARCH INSTITUTE	

ITEM NUMBER		APPROVED RETENTION PERIOD .		
(i.e. S1-065)	RECORD SERIES <sup>1</sup> TITLE	Office	Records Center or approved off-site facility <sup>2</sup>	ARCHIVAL DESIGNATION (to be filled in by State Archivist)
	The Department of Environmental Protection contracts with Uconn ERI for analysis of fine particulates(PM2.5) in the air. These samples run every three days for a 24 hour period and are collected by DEP's field staff. They are then delivered to ERI for weight analysis. The following record series represents the steps taken to ensure valid measurement of filter cartridges for particulates:	8		
1.	PM 2.5 Lab Sample Record - This record series is used to identify & document the pre & post weights of each filter and the temperature & humidity of the environment to ensure consistency during weighing.	1 Year @ ERI	4 Years @ DEP	e
2.	Annual Recertification of Weights - This record series documents calibration of scale weights by Connecticut's Consumer Protection, Weights & Measures Division. It is used to certify accuracy of weights & therefore the scale on which the filters are weighed.	5 Years @ ERI	2 II	57
3.	Microbalance Audit Sheet - This record series documents the error in the microbalance.	5 Years @ ERI		=

<sup>1</sup> Record Series is a group of similar or related records arranged under a single filing system or kept together as a unit because they relate to a particular subject, result from the same activity, or have a particular form.

Approved (Agency Records Management Liaison Officer)	Typed Name of RMLO:	Dentwerth	Agency RMLO	Date:	20 101
Approved (8) ate Archivist) (	Date: 3 126101	Approved (Public Re	cords Administrator): かめんル	Effective D	Pate of Schedule: 26 101

<sup>2</sup> Records with a permanent retention period cannot be stored at the Records Center. If you believe a record should be maintained permanently outside the office, it should be appraised for possible transfer to the State Archives. In this case, leave blank, and the State Archivist will review it.

## RECCEDS RETENTION SCHEDULE RC-50, ed 5/1999 (Return to Public Records Administrator)



FOR OFFICE USE	ON	LY	. 8	
Retention Schedule #	0	1 - 1	ا - ر	]

Agency: University of CT/Dept. of Environmental Protection	Address: Route 44, Longley Bldg., Storrs, CT 06269-210 79 Elm St., Hartford, CT 06106
Division or Unit: ENVIRONMENTAL RESEARCH INSTITUTE	

This schedule is: ① original; revised.

If revised, enter previous retention schedule number here: #\_\_\_\_\_\_

Page 1 of \_2\_\_\_ pages

ITEM NUMBER	-	APPROVED RET	ENTION PERIOD	
(i.e. S1-065)	RECORD SERIES <sup>1</sup> TITLE	Office	Records Center or approved off-site facility <sup>2</sup>	ARCHIVAL DESIGNATION (to be filled in by State Archivist)
4.	Filter Data Sheet - This record series contains all information (i.e. site location, filter number, etc.) from the field, required to obtain the final pollutant concentration.	5 Years @ DEP		8
5.	Internal Data from Sampler - This is electronic information down loaded from the R&P samplers required to obtain the final pollutant concentration.	5 Years @ DEP		
6.	Performance Check Sheet - This record series documents the Flow rate, Ambient Pressure, and temperature certification. This item will appear on the back of #4 above.	5 Years @ DEP		
7.	Calibration Data Sheet - This record series documents the periodic calibration required to assure accuracy.	5 Years @ DEP		
8.	Audit Check Sheet - This record series documents the independent checks done on instrumentation of the network.	, 5 Years @ DEP		
9.	Humidity Log Book - This composition book contains the information needed to calculate the slope, intercept, and correlation coefficient of the transfer standard.	5 Years @ DEP		
10.	Access Database System - This record series is a PC database which is used to produce interim reports as well as final outputs for submission to the National Computer Center.	PERMANENT @ DEP		10
¥I	Access Database System - This record series is a PC database which is used to produce interim reports as well as final outputs for submission to	PERMANENT @ DEP		

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Approved (Agency Records Management Liaison Officer)	Typed Name of RMLO:	Ventworth	Ageny RMLO	Date: 3 / 20 / 0(
Approved (State Archivist)  Mark X. Jones	Date: 3/26/01	Approved (Public Re	ecords Administrator):	Effective Date of Schedule:

<sup>2</sup> Records with a permanent retention period cannot be stored at the Records Center. If you believe a record should be maintained permanently outside the office, it should be appraised for possible transfer to the State Archives. In this case, leave blank, and the State Archivist will review it.